

Chain of Custody Procedure

Submitting police departments transfer evidence to our evidence officer. The evidence officer labels each item with a bar-coded lab number and enters each into the drug lab database. After all the evidence is entered for that submittal, the evidence officer generates two receipts that records the date and time. The evidence officer signs and dates both receipts. The lab keeps one copy for their records and the other copy is given to the submitting officer for their records. The evidence is placed in a bag labeled with the submitting department name on it and stored in the locked drug safe until assigned for analysis.

The evidence officer assigns samples to be analyzed to a chemist. At this time, the evidence officer scans each item to show it was assigned to the lab and to a particular chemist. A receipt with the date is generated to show the transfer to lab and the chemist and evidence officer initials the receipt. The evidence is taken to the lab for analysis and stored in a locked safe during the analysis. When analysis is complete, the evidence is returned to the evidence officer. The evidence is scanned back in to show it was returned to the drug safe. Another receipt with the date is generated that is initialed again by the chemist and evidence officer. The evidence is stored in the drug safe until the submitting department returns to pick it up.

When a department returns to pick up the evidence, the evidence is scanned back to the police officer by the evidence officer. The evidence officer generates two 'Picked Up' receipts with the date. The evidence officer and the officer picking up the evidence sign both receipts and the lab keeps one for their records and the other receipt is given to the officer picking up the evidence. Also at this time, all completed Drug Certificates of Analysis pertaining to the returned evidence are given to the officer.